

Thank you for participating in the Scheduling Training Session . Here is a cheat sheet / review of what took place.

#### **Student course requests found**

- School View > Student TT > Schedule ST > Requests leaf
- Build View > Student TT > Requests ST
- Build View > Courses TT > Requests ST
- Build View > Global TT > Requests ST

#### **Mass Data Entry of Requests**

- Batch Entry - Build View > Global TT> Requests ST > Batch Entry leaf  
Choosing a student selection will populate all the names and pupil numbers  
Change the number of columns so that your course codes are visible

#### **Multi Add Requests**

- Build View > Course TT > Options > Multi Add Requests  
You can multiple course in one mass update  
You have a variety of way to select students

#### **Refresh**

- Always refresh before working in the student tab, staff tab, course tab in build view  
Remember - It will not tell you who was removed or added
- Any new course you add to the 2019 academic year course catalogue to be done in school view  
School View > Schedule TT > Course ST > filter build year > options add

#### **Alpha Character Periods**

- School View > School TT > Setup ST> preference leaf > Category Schedule >advance tab
- Remember no spaces and a coma after every alpha character

#### **Scenario**

- Don't make any changes to your Copy of 2017 Schedule always make a new copy you want to have the option to revert back to original schedule if you need to
- Always make notes on what you have done to the newest version

#### **Courses**

- Remember if you add course you need to do this is school view  
School View > Schedule TT > Courses ST > Filter Build Year > Options Add (course catalogue 2018- 2019)
- Friendly reminder to add the new gr. 10 courses to the Build Year course catalogue in School view

#### **Staff**

- Send ticket to help desk listing the staff to be removed - Do NOT Remove them yourself